

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 91-206

30 JULY 1998

Safety



**377TH AIR BASE WING SAFETY AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 377 ABW/SEG (TSgt Roderick Earl)

Certified by: 377 ABW/SE
(Mrs. Sylvia M. McBerry)

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This instruction implements AF Policy Directive 91-2, *Safety Programs*. It establishes and governs the Safety Awards Program (SAP) for the 377th Air Base Wing (377 ABW) and associate units. The SAP has been established to recognize unit safety personnel who have made significant contributions to the mission of Kirtland Air Force Base (KAFB) in the realm of safety and apply to both military and civilian personnel assigned. The instruction governs the maintenance of certain records that contain personal information, the disclosure of which may be an unwarranted invasion of personal privacy. Such information should not be disclosed. See AFI 37-131, *Freedom of Information Act Program*, and AFI, 37-132, *Air Force Privacy Act Program*, for guidance. This instruction applies to Kirtland AFB.

1. Basic Evaluation Criteria. Cited accomplishments must apply to the period for which the recognition pertains. However, you may include specific achievements culminating during, but initiated before, the award period in the nomination narrative. Include contributions to and involvement in base activities and the civilian community. Consider the following areas when nominating personnel for recognition:

1.1. Contributions may include: superior safety program management, making a significant contribution to a safety project or assignment, using initiative and creativity to make safety improvements in a product, process, or mission related operation.

1.2. Contributions may also include any individual act of heroism, or achievement in the realm of safety or mishap prevention.

2. Administrative Procedures for Submission of Nomination Package.

2.1. You may nominate individuals by telephone, e-mail, plain bond paper or any other form of choice.

- 2.2. A supervisor, manager or co-worker may submit a nomination. However, they must coordinate the package through the commander or director of the organization.
- 2.3. Nomination packages must arrive at 377 ABW/SE no later than the 15th of the month following the applicable quarter.
- 2.4. In the event no nominations are received from outside agencies, the safety selection committee will select an individual from the unit safety representatives whom they feel deserves recognition.
- 2.5. A safety selection board will review all quarterly recognition packages. This board will make selections and present the award at the following quarterly Air Force Occupational Safety and Health (AFOSH) Council.

3. Program Responsibilities. The 377 ABW Chief of Safety is the authority for the Safety Awards Program. The 377 ABW/SE encourages associate commanders and division chiefs to support the SAP.

- 3.1. 377 ABW/SE will coordinate the procurement and formal presentation of awards.
- 3.2. 377 ABW/SE will coordinate arrangements for formal presentations with the 377 ABW/CC.

4. Safety Award Selection Board

- 4.1. The 377 ABW/SE will appoint the selection board. It will consist of representatives from both the ground and weapons safety divisions.
- 4.2. The board will convene quarterly to evaluate and score nomination packages.
- 4.3. The board will select a winner and recommend approval from the 377 ABW Chief of Safety. Awards will be presented at the next quarterly AFOSH Council.

GARY D. DILLS, Colonel, USAF
Commander